

Integrated System (IS)

Logon Procedures for RSA SecurID Card Users

(Effective February 9th, 2004)

1. Internet Address

RSA SecurID card users will access the Integrated System from the following address:
<https://dmhis.co.la.ca.us>.

Users must follow established procedures for RSA SecurID logon before accessing the Integrated System logon screen.

2. User ID

Your Integrated System User ID will be your first initial followed by your last name. Example: Jane Smith's User ID will be: **jsmith**.

** If there are duplicate ID's in the system, your User ID will be the first 2 letters of your first name followed by your last name. (jasmith)*

3. Password

Your Integrated System password will be: password.MMDD (MMDD will be your month and day of birth). Example: If Jane Smith's date of birth is January 5th, 1949, Her password will be: **password.0105**

Note: Passwords for Integrated System user accounts created after February 9th, 2004, will be randomly generated, and sent by mail to new users.

4. Changing your password

When logging onto the IS for the first time, you will be required to change your password. IMPORTANT: You must follow these password requirements:

- Password must be at least 8 characters in length.
- Password must contain at least one letter.
- Password must contain at least one number.
- Password must contain at least one symbol or punctuation.
- Password cannot be the same as any of your 6 previous passwords.
- Password cannot be the same as your user ID.

Examples of valid passwords

October_16
\$100dollars
numberthree#3

Examples of invalid passwords

12345678
1dollar
password1234

If you have any questions regarding the logon process, please call the DMH Help Desk (213) 351-2937.